

Privacy Statement

Ardquoy – Privacy Policy

Welcome to www.ardquoy.com owned and operated by Assassination Music Promotions Ltd trading as Ardquoy.

Ardquoy recognises that your privacy is important to you and that you should be in control, what information is released by you and recorded about you. We take seriously the act of trust you show by providing information to us. We will never sell, rent or otherwise disclose any of your personal information, to any third party without prior and explicit consent.

Information about our Organisation and Web site

Ardquoy offers a varied range of services both online and one-to-one. The principle activities at present are: Analogue to Digital Conversion of both Video and Audio material; Photographic Processing; Videography and Editing; Graphic Design and Promotion.

This document sets out how Ardquoy handles data that identifies you, and it should be read in conjunction with the terms and conditions. This privacy policy forms part of the Terms and Conditions for the use of this site and the conduct of our business between us and our clients.

You can access our web site home page, and browse our site without disclosing personal data. We do not provide the means for visitors to communicate with each other or post information on the site. We do provide links to other sites for which we cannot be responsible for the way they handle personal information.

In order for us to serve our clients and customers we need to collect personally identifiable information.

We collect:

Full Name
Email Address
Address
Telephone Number

We use this information to communicate with you, and provide information relating to the services you order from us. In addition we use this information to keep a record of your transactions with us and to help us provide services that may be of interest to you

We also use technical information and information which is not personally identifiable so that we may manage, maintain and operate our business.

We do not collect information about our visitors from other sources, such as public records, bodies or private organisation.

We may collect and use personal data for the additional purpose of research. If we wish to use your personal data for a new purpose we offer you the means to consent to this new purpose, by indicating in a box at the point on the site where the personal data is collected.

Children's Privacy

We do not knowingly collect personal data from children

We do not knowingly record any personal information of anyone under the age of 16 years, any personal information relating to someone below the age of 16 years will be deleted.

Disclosure and Visitor Choice

We disclose our visitors' personal data to our subsidiaries or other organisations

We disclose your personal data for the purpose of conducting our business with you. If we wish to disclose your personal data for any other purpose we will offer you with the means to opt-in to disclosure.

By indicating in a box at the point on the site where the personal data is collected.

Our site contains links to other sites. Ardquoy cannot be responsible for the privacy policies; the material contained in or linked to those web sites; or the conduct of or consequences of those links.

Confidentiality and Security

We do not currently give visitors to our Web Site the option of using a secure transmission method to send us their personal data.

We have implemented security policies, rules and technical measures to protect the personal data that we have under our control from:

unauthorised access.

We have implemented a policy to protect the personal data that we have under our control from:

Improper use or disclosure

unauthorised modification

unlawful destruction or accidental loss.

Access to personal information that we hold is only available to the data processor who is obliged to respect the confidentiality of our visitors' personal data.

We ensure that your personal data will not be disclosed to State institutions and authorities except if required by law or other regulations.

Access to the personal data we may hold about you

You can ask us by sending an email to access@ardquoy.com whether we are keeping personal data about you. We will respond and tell you whether we do hold information about you and the type of information, however, we will not disclose the specific information.

Due to the difficulties of identification and the limited amount of personal information we hold on any individual, we refuse in the first instance to provide a copy of the specific information, this can be challenged and we will consider providing this information upon the request of the individual to which it relates. Providing they can prove to our satisfaction their identity and legitimate access to the information we hold.

Changes to this Privacy Policy

We may change, review and edit from time to time to ensure that it accords with our current business models. Ardquoy reserves the right to change our Privacy Policy and Terms and Conditions at any time.

Contacting Ardquoy

This Privacy Policy and our Terms and Conditions are available from each page of our site. If you have any questions about this Privacy Statement or your dealings with us you can contact us, in addition to our email address, at this postal address.

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Assassination Music Promotions Ltd. Registered in England. Registration number: 3533169

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